

**PUBLIC RECORDS RELEASE FORM
(G.S. 160-168)**

This form is used by the Personnel and Public Affairs departments when providing the information of public record for release. **Public Affairs**—complete top box and check items requested. Contact information is not required for the release of public record. **Personnel**—collect the information and return to Public Affairs for release. **Retain a copy in the employee's personnel file.**

To be completed by Public Affairs staff.

Name of employee: Gail Smith **Date of request** _____

Method of release: Telephone _____ In person _____ E-mail _____ other _____

Information released to (optional—Requestor is not required to provide contact information):

Name: _____ E-mail: _____

Name of Company: _____ Phone: _____

Public Affairs—please check boxes of information requested.

Personnel—please provide information requested by checked boxes.

Information released:

Age _____ Date of employment _____

Current Position _____ Title _____

Current Salary _____ Office assigned _____

Date and amount of each increase or decrease in salary. Attach additional sheet, same format, if necessary.

Date: 01/01/2011 (Circle one) Increase/Decrease Amount \$120,000 _____

Date: 07/01/2008 (Circle one) Increase/Decrease Amount \$117,500 _____

Date: _____ (Circle one) Increase/Decrease Amount _____

Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification.

Date _____ Type (circle one) Promotion/Demotion/Transfer/Suspension/Separation/Other _____

Date and general description of each promotion

Date _____ Promoted to _____ Desc. _____

Date _____ Promoted to _____ Desc. _____

Date _____ Promoted to _____ Desc. _____

Date _____ Promoted to _____ Desc. _____

Date and type of each dismissal, suspension or demotion for disciplinary reasons. For dismissal, copy of the written notice of the final decision of the city setting forth the specific acts or omissions that are the basis of the dismissal.

Date _____ (Circle one) Suspension/Demotion/Dismissal—attach copy dismissal only

_____Lisa Keech, Employee Relations and Recruitment Manager_____

Signature of Personnel employee authorized to provide information

_____06/22/2011_____

Date released

Signature of Public Affairs employee releasing information

Date released